

C-AD OSH Management Review Agenda

Note: Minutes are required; specifically the decisions and recommendations made during section 8 of the meeting agenda must be recorded.

Participants:

- 1) Associate Laboratory Director (ALD)
- 2) Assistant Laboratory Director for ESHQ
- 3) Department Chair
- 4) Division Managers
- 5) ESH Coordinator
- 6) Relevant DOE Points of Contact
- 7) Department ESHQ Staff
- 8) Worker Representatives
- 9) BNL ESHQ Directorate Staff

Purpose:

Periodically senior Department management shall review its occupational safety and health (OSH) performance, both qualitatively and quantitatively, for the purpose of identifying key improvement opportunities.

OSH Related Management Systems:

- Worker Safety and Health Management System
- Integrated Assessment Program
- Occupational Medicine
- Facility Safety
- Emergency Response Services
- Work Planning and Control

Agenda:

- 1) Overview of the OSH related management system at C-AD. An overview of C-AD activities that can cause injuries and illnesses and a list of C-AD hazards.
 - a) Evaluate completeness of hazards list.
- 2) Review of OSH Related Assessments – Summarize results but emphasize the corrective actions that were implemented to prevent recurrence:
 - a) Nonconformances
 - b) Internal OSH Audits
 - c) External OSH Audits

- 3) Stakeholder Concerns – Issues and actions:
 - a) Activists
 - b) Community
 - c) Regulators
 - d) Unions
- 4) OSH Improvements:
 - a) Focus on new training, new hazard analyses, improved documentation, safety initiatives, etc.
 - b) Correlation, if any, to improvement in performance.
- 5) Injury/Illness Reduction Initiatives (identify initiatives implemented and results, or planned initiatives).
- 6) OSH Performance:
 - a) OSH Data (as applicable)
 - Injury/Illness Rates and Trends
 - OSH Related Critiques and Occurrence Reports
 - Injury/Illness Rates and Trends at other DOE Laboratories
 - b) OSH Objectives, Targets and Performance Measures (be sure all of them are shown-refer to current year objectives/measures):
 - % OSH improvement targets completed
 - Implementation of /milestones for safety related recommendations from standing or ad hoc safety committees
 - Implementation of /milestones for prior year's C-AD OSH Management Review
 - Compliance with regulatory requirements
 - Implementation of injury/illness reduction initiatives
 - Facility specific performance measures
- 7) Financial Investments:
 - a) OSH Management System costs
 - b) Safety Day costs
 - c) Costs associated with injuries/illnesses
 - d) Fines/violations
 - e) Monitoring costs
 - f) Specialized support (Du Pont, etc.)
 - g) Lab-wide initiatives (Safety Improvement Team, etc.)
- 8) Questions and Answers:
- 9) Senior Management Evaluation – For the purpose of identifying improvement actions and assigning responsibility and resources.
 - a) Are the occupational safety and health (OSH) related management systems effective in achieving OSH policy commitments? (Compliance, Injury Free

Workplace, Worker Involvement, Continual Improvement). [If yes, record the decision; if no, record recommendations.]

- b) Are the OSH related management systems effective in achieving the objectives, targets and performance measures? [If yes, record the decision; if no, record recommendations.]
- c) Are the OSH related management systems adequate in terms of:
 - Identifying significant hazards and impacts?
 - Resource allocation?
 - Information systems?
 - Organizational issues – Staff Expertise; Procedural Requirements?[If yes, record the decision; if no, record recommendations.]
- d) Are the Objectives, Targets and Performance Measures or the OSH related management systems suitable in terms of:
 - Injuries /Illnesses and current conditions?
 - Concerns of stakeholders?
 - Current and future regulatory requirements?
 - Business interests; technological capability?
 - Internal organizational or process changes?
 - Should additional objectives, targets or performance measures be established?[If yes, record the decision; if no, record recommendations.]
- e) Recommended revisions to:
 - OSH Policy and Commitments?
 - Objectives, Targets and Performance Measures?
 - Elements of OSH related management systems?

Documentation Requirements:

- Document in the meeting minutes the discussion topics and recommendations made by the participants and include a copy of the presentation materials.
- Document in the meeting minutes decisions by senior managers on the adequacy of OSH related management systems, suitability, and effectiveness as well as improvement opportunities or actions recommended.
- Include copies of the attendance sheet(s).

Handouts:

Agenda

Presentations Slides